

**ADVISORY PLAN COMMISSION
RICHMOND INDIANA
RESPONSIBILITY FORM**

- ✓ Petition - Completed in entirety, including signed and notarized.
- ✓ Filing fee of \$100.00, check payable to "City of Richmond".
- ✓ Include site plan as specified with petition.
- ✓ Return Petition, complete with ALL information, by 4:30 P.M. on the last working day of each month.
- ✓ Plan Department staff prepares Legal Notice of Public Hearing and places the advertisement in local newspaper at least ten (10) days prior to hearing.
- ✓ Plan Department staff mails Notice of Public Hearing to Adjoining Property Owners at least ten (10) days prior to hearing.
- ✓ ***Petitioner or agent MUST be present at hearing.***
- ✓ Hearings are 4th Thursday of each month at 7:00 p.m. — held in Council Chambers on 3rd floor of Richmond Municipal Building, unless notice has been given for change of date.
- ✓ Board will hold Public Hearing and, in most cases, vote on the case the night of the hearing — six (6) votes are required for official action. Vote is a recommendation ***ONLY***.
- ✓ Case then goes before Common Council for Public hearing and final action.
- ✓ Common Council meets the 1st and 3rd Mondays each month. Please check with the Plan Department (765-983-7342 or 7343) for scheduled date of your petition.
- ✓ I / We agree to allow the Planning Office to place an informational sign in our yard for a minimum of 10 days before the Plan Commission Hearing.

I, the undersigned, have read and understand the above requirements and conditions and will abide by them.

Signature of Petitioner or Agent